

# Procedure for payment (and non-payment) of rent

## Step 1: Notice that rent is due

Notice will be given to all members at the beginning of September that rent and associate membership fees are due for the following year.

Notice will be published via the newsletter and shop notice-board.

All members will be informed of:

- The amount of rent to be paid for their plot(s).
- The increase in the rent from the previous year (if any).
- The amount due for membership of the National Allotment Society.
- The dates when rent may be paid at the allotment shop (see below).
- The deadline for payment.

Any member who has received a final warning from a recent plot inspection concerning the state of their plot will need to have rectified these problems before the plot can be re-let.

Payment of rent in such circumstances does not guarantee that the plot has been re-let.

Any refunds will be made at the discretion of the Committee.

## Step 2: Payment of rent and return of registration forms

The allotment shop will be opened specifically to collect rent payments.

The dates and times will be published as above, and are typically two or three weekends around the end of September and beginning of October.

The last of these dates should be taken as the deadline for payment.

Members may submit their seed and potato orders at the same time as paying their rent.

Members may arrange to pay rent at other times before the deadline if they cannot pay on the designated rent payment days.

Members wishing to pay by bank transfer (BACS) should contact the Treasurer via the Society email address – [whitehill.allotment.society.uk@gmail.com](mailto:whitehill.allotment.society.uk@gmail.com) – who will provide the relevant details.

When payment is made, a completed registration form must be returned with the rent. It is important that the Society has up-to-date contact details for every member and at least one way of getting in touch with Members: whether by email, post or phone.

If payment was not made in person, the registration form may be left in the post box or suggestions box.

### **Step 3: Overdue rent**

If the rent has not been received by 15 October, the Committee will send a final reminder to the relevant Members, advising that their plots will be deemed vacant if the rent has not been paid by 31 October.

### **Step 4: Surrender of plot**

If the rent has not been received by 31 October, the Committee will inform the relevant Members that their plots are now deemed to have been surrendered. Members will be advised that they have until 15 November to collect any personal belongings they wish to keep. Members unable to collect their belongings by this date should liaise with the Committee to make alternative arrangements.

### **Appeals**

An appeal from the decision of the Committee may be granted at an Annual or a Special General Meeting upon written application signed by not less than ten members.